



VILLAGE OF DOWNS BOARD OF TRUSTEES

Meeting Minutes

7:00 PM

June 2, 2016

Village Hall
211 S. Seminary St,
PO Box 18
Downs, IL 61736

1. Mayor Mike James called the June 2, 2016 regular board meeting to order at 7:02pm.
2. Roll call was taken with Trustees Roach, Goveia, Messamore, Keylin and Lush were all present. Also present were Clerk James and Attorney Dawn Wall.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Lush and Keylin. Approved 5-0

Discussion:

- The ordinance approving the new BNWRD Rate Structure for Sewer was scratched from the agenda.
- No action was taken on Motion to approve continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall.
- No action was taken on Motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC.
- No action was taken on Motion to Approve FY 2014-2015 Annual Treasurer's Report.
- No action was taken on Resolution 2016-R08 Authorizing the Execution of an Amended Annexation Agreement between the Village of Downs and Living Hope Christian Church, Inc.

5. Development Report

Discussion:

- Roger Reynolds will be submitting a preliminary plan to us. We may need to call a special meeting in July. We are working on getting easements. Reynolds has asked for consideration for easements. He has asked for the village to pay for engineering costs which is approximately \$3500.
- Reynolds will be sitting on some expenses until the TIF gets built up.
- The water main loop is running along Rt. 150 and the frontage along the bank. We will use the remainder of the REDLEG funds of \$115-120K for that loop.
- Steve Hancock, from Corn Belt, spoke to the board. He said Corn Belt Energy is within 30 days of coming back with a defined detention area. We have business interest at Downs Crossing and we are at risk of losing this interest if we don't move quickly.
- One Energy Way may be extended fairly soon to serve development.

- Steve explained REDLEG funds. It is a government program thru USDA. Most of the funds are to be distributed for 3-4 years. Since we have been lacking in development at Downs Crossing we were in danger of losing them. But with the Mayor's and Corn Belt's help we have convinced them that we are still moving forward with development out there.
- The Mayor thanked Corn Belt for being such a good community neighbor and being so helpful to us.

6. Engineer Report

- Mayor James updated the board with Farnsworth's report. Beecher is continuing on 1st addition's water and sewer mains.
- The punch list is still not completed.
- The Mayor is contemplating how to force punch list items before Mr. Bowers moves forward.
- Messamore noted the rock dams are not working.
- Not issuing building permits in the 2nd phase could be a possible remedy.
- Energy Way is completed and is ready for acceptance.
- Keylin was concerned over the acceptance of Energy Way and the possibility of large expense to fix.
- James has asked Farnsworth to request railroad crossing permits for 2 roads. One of the crossings is on Lincoln and the other one is in Beecher.

7. Mayoral Report

- Enbridge presented us with a check. They are doing their final clean-up. The Mayor asked them if they could assist with the mulch removal.

8. Trustee Reports

- **Building Report-**
 - Goveia issued 5 building permits this month.
 - There was a failure with a water meter. It was not installed correctly by the builder. Kevan did not give them occupancy permit.
 - Vicki Prochnow is coming up with a plan with the property on Lincoln.
 - Goveia talked to Dorothy Adkisson. They are tearing down the house on Main St. at some point.
 - Goveia met with the Catholic Church. Fitzwaters decided to put back up a fence. The other issue is with a commercial light. The Catholic Church is going to put in a softer light.
- **Water and Sewer Report-**
 - Kevin sent his report earlier. He is going on his first vacation since he has been with us.

- Water and sewer were installed at Beecher and there were no inefficiencies.
- There is no update on the water tower painting.
- One filter is leaking some sand.
- **Police and Services Report**
 - We have been contacted by AREA. They would like us to change recycle dates to coincide with garbage days.
 - Roach received a complaint about weeds on Main and Huff and another complaint on a junk car. The community wants these cleaned up.
 - We can step up and put a lien on the properties. We will give the resident 7 days to remediate. A letter will be sent out outlining fines. After this we will file a lien.
 - Lush said he would like to borrow a rented machine by the Downs Township, to clean up those dangerous areas next week. Wall suggested we get a letter out tomorrow and give them 7 days. Wall says letter will need to be posted on property and a letter mailed.
 - They will have to clean up property by Thursday at noon. This will allow us to be able to clean it up next Thursday or Friday.
 - We can bill them the cost to clean it up.
 - We can keep doing the clean up without contacting. Wall says to keep track of the cost incurred and invoice them.
 - The Enbridge check for \$5000 will go towards a new warning siren.
 - There was a concern about garbage out in Beecher Trails. The Chief took care of this concern.
- **Chief Dingler**
 - The Chief had 9 calls of duty in Downs and 2 calls in Bellflower. service
 - There was credit card fraud attempted at Mobil. The pumps shut down as a result.
 - There was a “spice” incident at the park and a robbery outside of town.
 - Chief handled a barking dog complaint.
 - Chief talked to the Huff and Main citizen on Memorial Day about the weeds.
 - Mr. Brown has had some complaints on speed on Seminary St. Chief is going to get the speed trailer from the county.
- **Streets Report**
 - Saturday is the annual clean-up day.

- The barricades that were bought for Huff Rd. during the last flood and they worked well.
- Lush is addressing the south side viaduct on Huff Rd.
- Some spray patching has been done.
- Our old pickup truck has an outstanding bill at Downs Import. It has been sitting there for a while. We have a citizen that is interested in the snow plow. He will pay half (\$750) for the bill. In return, he would like the truck and snow plow and trade us a working truck. We would keep the tires and the lights.
- The board requested that Lush take a look at the truck. It may not be worth it. If the truck is decent, he can go ahead and get it.
- Goveia asked Lush if he is still a resident of Downs. Lush stated that he still owns the property and gets his mail there. He stays the night at his girlfriend's house in Leroy. Goveia noted that it is against our ordinances. Wall said she would have to look at it.
- **Parks, Community Center and Food Pantry Report**
 - Keylin sent out her report earlier.
 - She requested a need for a post hole digger. Steve Hancock said to tell him what she needs.
 - Karen Bair is putting up the basketball backboard and nets.
 - She would like to put up a chain link fence behind the basketball hoops.
 - The food pantry received 550 cans of food from the rural mail carriers food drive.
 - Keylin, the Downs FD and the Chief all went out to Kickapoo Park to access safety concerns with logs and debris. She received an estimate of \$8000 to remove all of the debris. She wants to know if this is a streets, parks or safety issue. Can we gather some money together to solve this problem?
 - The Mayor noted we have residents that are wanting fire wood. Keylin says that will tear up the land more. Mayor says these would be smaller trucks than having commercial trucks cleaning it up. Keylin said she will put something in the flyer.
- **Finance Report**
 - Bakewell is on vacation and sent her reports to trustees.
 - The Comptroller's office wants our audit done in July. James noted Bakewell is making good progress in getting us caught up.
 - The BTP were typical bills for the month.

9. Discussion

- Website Content-The Clerk and Mayor have received requests to list services on our website. Currently we just list the utilities that service the community. Board felt we didn't want to start expanding what we are currently doing.
- TIF Applications
 - We have received 2 applications.
 - **Brian Cramer**, who owns the building across the street, has submitted an application and is requesting \$10,000.
 - His building will house 3 commercial businesses. dk Designs will remain at her location. A photography business is coming to one unit. The 3rd will be available.
 - **Ann Dona** submitted an application back in December for TIF3. She wants to remodel her home. Mayor James asked the board's opinion on this application. It was agreed this application goes against the purpose of TIF 3. The Board has a problem with using TIF funds for residential purposes. It should be for commercial business only.
- Grand Marshal Nominations
 - Trustees were given a packet of 6 nominations.
 - Every year we get more and more nominations.
 - The board chose Rodney and Sharon Lush. Other nominations considered were Josh Roop, Robin Roberts and Barbara Layton.
- Garbage and Recycling Requested Change
 - AREA would like to move recycling to the same day as garbage. The board will need to attach an amendment to the agreement.
- Lien Process-paperwork
 - Janice has worked with the county to secure a process.
- Other
 - Keylin said she wants to look into pedestrian cross walks on Seminary and possibly a couple of other places. She spoke with someone that may possibly do for this for us this summer.

10. There was no public comment.

11. A motion to approve items contained within the Consent Agenda was made by Lush and seconded by Messamore. Approved 5-0

12. A motion to approve Consent Agenda was made by Lush and seconded by Messamore. Approved 5-0

- Motions
 - Motion to Approve the May 5, 2016 Village Board of Trustees Regular Meeting Minutes

- Motion to Approve the Extension of Dooley Park Hours on 6/25/2016; 7/4/2016, 7/23/2016 and 8/27/2016 until 12 am
- Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2016
- Motion to Approve Dooley Park Road Closure on 6/25/2016; 7/4/2016, 7/23/2016 and 8/27/2016
- Motion to Approve Payment of Budgeted Expenses for June and July Events as Needed and Approved by Village Clerk, Public Safety Trustee, Treasurer and Mayor
- Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2016
- Motion to Approve Rodney and Sharon Lush as 2016 4th of July Grand Marshal

13. New Business

- Ordinances
 - A motion to approve Ordinance 2016-22 Adopting the National Incident Management System (NIMS) as the System of Preparing for Responding to and Recovering from Domestic Disaster Incidents for the Village of Downs made by Lush and seconded by Keylin. Approved 5-0
 - A motion to approve Ordinance 2016-23 Authorizing and Approving the Agreement with the Illinois Water and Wastewater Agency Response Network (ILWARN) made by Messamore and seconded by Goveia. Approved 5-0
- Resolutions
 - A motion to approve Resolution 2016-R10 Approving the Area Disposal Recycle Pickup from the Second and Fourth Saturday to the Second and Fourth Friday Along with Regular Garbage Pickup was made by Keylin and seconded by Messamore. Approved 5-0

14. Old Business

- Resolutions
 - A motion to approve Resolution 2016-R09 Accepting the Offer of Irrevocable Dedication of Roadway Improvements in the Downs Crossing Development was made by Messamore and seconded by Roach. Approved 5-0

15. A motion to Approve Payment of Bills was made by Lush and seconded Messamore. Approved 5-0

16. A motion to enter Executive Session for the purpose of discussion of procurement of an interest in real property was made by Lush and seconded by Messamore. Approved 5-0

A break was taken from 9:24p-9:37p.

The June 2, 2016 regular board meeting was reconvened at 10:28.

17. Roll call was taken with Trustees Roach, Goveia, Messamore, Keylin and Lush were all present. Also present were Clerk James and Attorney Dawn Wall. A quorum was still present.

18. No action was taken on Executive Session Items.

19. A motion to Adjourn at 10:28pm was made by Lush and seconded by Messamore.

Approved 5-0

A handwritten signature in cursive script that reads "Julie James". The signature is written in black ink on a white background.

Julie James
Village Clerk